

2 September 1981.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,
Governor of Hong Kong.

Your Excellency,

The Police Telecommunications Assistant Grade

During our first review of individual grades, we were asked by the staff to consider merging the scales of Police Telecommunications Assistant I and II to bring them into line with the structure of the Telecommunications Assistant grade in the Post Office. However, as we were given to understand by the Commissioner of Police that there were then operational requirements for retaining the existing structure, we recommended no change in the structure of the grade in our First Report on Civil Service Pay (Report No. 2).

2. We have recently been advised by the Commissioner of Police that the existing grade structure cannot adequately cope with the present and future requirements of the Police Force because of the rapid expansion in the use of telecommunications systems by the Force. At his request, we agreed to conduct a review of the grade.

3. Police Telecommunications Assistants are mainly deployed on the planning, servicing, maintaining and repairing of police telecommunications systems. The existing pay scales and structure of the grade are as follows :

<u>Police Telecommunications Assistant Grade</u>	<u>140 Posts</u>
Controller (Police Telecommunications)	MPS 42 - 47
Assistant Controller (Police Telecommunications)	MPS 38 - 41
Police Telecommunications Assistant I	MPS 33 - 36
Police Telecommunications Assistant II	MPS 29 - 32
Police Telecommunications Assistant III	MPS 18 - 28

4. A recent study of the grade indicates that there is now a case for merging the Police Telecommunications Assistant I and II ranks for a number of reasons. First, there is a large degree of overlapping in the duties and responsibilities undertaken

by Police Telecommunications Assistants I and II, with the result that the functional distinction between the two ranks is now blurred. Secondly, a merger of the Police Telecommunications Assistant I and II ranks would be advantageous to management in that it would help to maximise the use of resources. Finally, the suggested merger would bring the structure of the grade into line with that of comparable grades in the Technical Inspectorate and Related Grades group to which it belongs. At present, the second tier of the grade is split into two ranks instead of forming a single rank as in other similar and related grades.

5. Having regard to the advantages revealed by the study to both staff and management, we recommend that the Police Telecommunications Assistant I and II ranks should be merged to form a new rank of Police Telecommunications Assistant I. In view of its duties and responsibilities, we consider an appropriate pay scale for the new rank to be MPS 29 - 36 which is equivalent to the combined pay scales of the existing Police Telecommunications Assistant I and II. We note that in order to keep the rank titles of the grade consistent, it is proposed that the existing Police Telecommunications Assistant III rank should be retitled Police Telecommunications Assistant II, and that the opportunity should be taken to introduce the more usual format for the title of the third rank for comparable grades in the Technical Inspectorate and Related Grades group, i.e. Senior Police Telecommunications Assistant rather than Assistant Controller (Police Telecommunications). On this basis, our recommendations for the structure and pay scales of the grade are as follows :

Police Telecommunications Assistant Grade

Controller (Police Telecommunications)	MPS 42 - 47
Senior Police Telecommunications Assistant	MPS 38 - 41
Police Telecommunications Assistant I	MPS 29 - 36
Police Telecommunications Assistant II	MPS 18 - 28

6. If the proposed merger of the Police Telecommunications Assistant I and II ranks is accepted, we recommend that it be

implemented from a current date.

We have the honour to be,
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman

25 September 1981.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,
Governor of Hong Kong.

Your Excellency,

The Bailiff and Bailiff's Assistant Grades

In March 1979, Government created a new grade of Bailiff's Assistant to undertake certain of the duties then performed by staff of the Bailiff grade. At the time of our first review of individual grades, no post in the new grade had been filled and it was not possible for us to assess objectively whether its pay scale was appropriate or whether its creation warranted any adjustment to the pay scales or structure of the Bailiff grade. In our First Report on Civil Service Pay (Report No. 2), we therefore recommended that the pay scales of the Bailiff and Bailiff's Assistant grades should remain unchanged. Subsequently, we were informed that the revised working arrangements in the Bailiff's Section of the Judiciary, which had been introduced as a consequence of the creation of the Bailiff's Assistant grade, were fully operational. We agreed therefore to conduct a further review of the grades concerned.

2. To assist us in carrying out our review, we arranged for a survey of the duties and responsibilities of the Bailiff and Bailiff's Assistant grades. We have recently received the results of this survey and, after examining these together with the representations submitted by staff and management, we are of the opinion that some adjustments to the pay scales of the two grades are justified. Our proposals are contained in this letter.

3. Both Bailiffs and Bailiff's Assistants are employed on duties connected with the functioning of the Courts. Bailiff's Assistant is a one-rank grade, the staff of which are engaged in performing the more routine duties formerly undertaken by Bailiffs, for example serving writs, summonses and other court documents. The Bailiff grade is composed of four ranks, Bailiff, Senior Bailiff, Assistant Chief Bailiff and Chief Bailiff and the staff are responsible for executing court orders and judgements in all civil cases and certain minor criminal cases. There is a degree of unpleasantness inherent in the duties of both grades. The existing structures and pay scales of the two grades are as follows :

<u>Bailiff's Assistant Grade</u>	<u>17 Posts</u>
Bailiff's Assistant	MPS 5 - 14
<u>Bailiff Grade</u>	<u>31 Posts</u>
Bailiff	MPS 16 - 25
Senior Bailiff	MPS 26 - 30
Assistant Chief Bailiff	MPS 31 - 36
Chief Bailiff	MPS 38 - 41

4. The minimum qualification for appointment as a Bailiff's Assistant is completion of a Form 4 education. We have seen nothing to suggest that this entry qualification is inappropriate and therefore consider that the pay scale of the grade should have regard to those of comparable grades within the "grades requiring less than a full school certificate" group. On this basis and after taking account of the nature of the duties of the grade, in particular the enforcement element, we propose that its pay scale should be revised to MPS 4 - 15.

5. The qualifications for entry to the Bailiff grade are school certificate plus a period of at least five years' experience in a relevant field of work. Thus, in practice, vacancies in the grade are all filled by the appointment of suitably qualified civil servants from other grades. Staff have represented that the minimum educational qualification for entry to the grade should be raised to matriculation, but our review has revealed no evidence to indicate that the duties of the grade are such that they cannot be competently performed by school certificate holders. We consider that school certificate together with demonstrated ability to perform work of a similar nature to that undertaken by Bailiffs, including an aptitude for dealing with people, should remain the basic qualifications for appointment to the Bailiff grade. We have therefore conducted our examination of the pay scales and structure of the Bailiff grade within the context of the school certificate group and on the basis that the qualifications for entry to the grade will continue to include a requirement for five years' appropriate experience as a serving government officer.

6. In our review of the Bailiff grade, we have considered whether the transfer of certain duties to the Bailiff's Assistant grade warrants any adjustment to the pay scale of the Bailiff rank. We find, however, that the existing pay scale was set having regard to the qualifications and experience required to perform the more demanding duties of Bailiffs, and that it already takes full account of all the factors involved in the performance of these duties. The transfer of duties to the Bailiff's Assistant grade has

therefore only served to provide more justification for the present scale of the Bailiff rank, and we recommend that it remains unchanged at MPS 16 - 25.

7. In the case of the higher ranks of the Bailiff grade, our examination has shown that their current duties and levels of responsibility are comparable to those of equivalent ranks in Group II of the school certificate grades which attract higher pay scales. In the circumstances we propose that the pay scales of the Senior Bailiff, Assistant Chief Bailiff and Chief Bailiff ranks should be adjusted to bring them into line with those of other grades within their group as follows :

	<u>Existing</u>	<u>Proposed</u>
Senior Bailiff	MPS 26 - 30	MPS 26 - 32
Assistant Chief Bailiff	MPS 31 - 36	MPS 33 - 37
Chief Bailiff	MPS 38 - 41	MPS 38 - 43

8. In summary, we recommend that the pay scales of the Bailiff's Assistant and Bailiff grades should be revised as set out below :

<u>Bailiffs Assistant Grade</u>	<u>Existing</u>	<u>Proposed</u>
Bailiff's Assistant	MPS 5 - 14	MPS 4 - 15
<u>Bailiff Grade</u>		
Bailiff	MPS 16 - 25	MPS 16 - 25
Senior Bailiff	MPS 26 - 30	MPS 26 - 32
Assistant Chief Bailiff	MPS 31 - 36	MPS 33 - 37
Chief Bailiff	MPS 38 - 41	MPS 38 - 43

We propose no change in the structure of the two grades which we are given to understand is satisfactory and designed to meet functional requirements.

9. Since our proposed pay scales for the Bailiff and

Bailiff's Assistant grades have regard to the results of a recent job survey, we recommend that, if accepted, they should be implemented from a current date.

We have the honour to be,
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman